



Mission Support Alliance

Statement of Work

**Title: Part-Time Instructional Staff: Hazardous Energy Control (Lock-Out-Tag-Out)
for HAMMER/Hanford Training**

Revision Number: 1

Date: December 11, 2014

Statement of Work for Part-Time Instructional Staff: Hazardous Energy Control (Lock-Out-Tag-Out) for HAMMER/Hanford Training

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1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance (MSA-Buyer) supports the Department of Energy (DOE) Richland Operations Office (RL) Project Hanford, which entails cleanup of the Hanford Site with the exception of Hanford Site tank waste. Key cleanup activities include Remediation Definition and Analysis, Facility Cleanup, Waste Site Cleanup, Facility and Waste Site Surveillance & Maintenance, and Groundwater Protection.

MSA, in support of its prime contract with the U. S. DOE, and HAMMER/Hanford Training are responsible for providing Hanford Site training. The Volpentest HAMMER Federal Training Center (HAMMER) is a U. S. DOE training facility specializing in hands-on training for the Hanford Site.

With questions in regards to long-term Hanford funding, it is not prudent at this time to hire full-time instructional staff. A new model for instructional support is needed at this time. This model needs to be flexible, adaptive, and be able to provide a number of qualified individuals in various capacities.

Key requirement from the model would be:

- **Ability to “call in” qualified instructional staff on short-notice** (essentially like substitute teachers) filling both immediate needs (daily call-ins for covering unplanned instructor absences) and filling out scheduled course coverage (1-week to 3-month windows). It is very important that any selected candidates are able to respond quickly to call-ins for basic instruction of courses.

Please note: This statement of work does not currently cover provision of training program development and management of National programs. This statement of work covers Hazardous Energy Control (Lock-Out-Tag-Out) instructor support only. HAMMER/Hanford Training’s work scope changes frequently and it needs to be extremely agile in order to respond to its customer demands. If HAMMER/Hanford Training’s needs change, this type of scope could be added to this statement of work through a revision to the SOW and a resultant contract modification.

2.0 OBJECTIVE

MSA/HAMMER requires Subcontractor support to provide **Hazardous Energy Control (Lock-Out-Tag-Out)** instructors as requested. Training will be for common, site-wide training courses for Hanford Contractors. This training shall directly support the MSA’s commitment to the Hanford cleanup mission while reducing the risk to employee health, the environment and the public.



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3.0 DESCRIPTION OF WORK – SPECIFIC

3.1 Delivery of Training

This statement of work includes training support for the following training courses/program area:

Hazardous Energy Control (Lock-Out-Tag-Out)

The Lock-Out-Tag-Out trainer instructs and evaluates workers on the necessary skills to properly control the unexpected release of hazardous energy or materials. The instructors utilize a variety of teaching methodologies to meet the requirements of [DOE-0336](#), *Hanford Site Lockout/Tagout*, including one-on-one practical evaluations.

Course Title	Course #	Duration/ Hrs
Hanford Site Lockout/Tagout for Controlling Organization – Initial	00310I	8
Hanford Site Lockout/Tagout for Controlling Organization – Retraining	00310R	8
Hanford Site Lockout/Tagout for Authorized Worker – Initial	00311I	8
Hanford Site Lockout/Tagout Training for Authorized Worker – Retraining	00311R	4
Hanford Site Lockout/Tagout Training Overview – Initial	00312I	4

The class size for these courses range from one student up to twelve students, depending on the course being taught.

Subcontractor shall provide qualified individuals to provide instructor support for the training program area listed above as requested.

Subcontractor instructors do not have to be skilled and experienced to train in ALL of the training program areas listed above; they can be skilled and experienced to train in just a single training course.

The Subcontractor is expected to provide training, specifically, instructional services to the DOE, DOE's prime contractors, and these agencies' and companies' subcontractors under the provisions of this Statement of Work as directed and scheduled in collaboration with the Buyer.



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The Training Technical Lead or designee will identify training needs and class demands to determine the number of overall sessions needed. Sessions will be set per Training Technical Lead (or designee) direction to HAMMER/Hanford Training Logistics staff or Training Records through Enterprise Learning Management System (ELM).

After the sessions are set, at any time, the Training Technical Lead may add additional courses or cancel existing sessions. If new sessions are added to the schedule, Subcontractor may be asked to provide support to these new sessions, in which case, Subcontractor will be alerted as soon as possible that additional support opportunities exist. Where the Subcontractor can support the added session or activity, the Subcontractor should respond as soon as possible to the request; otherwise, Buyer may fill the open instructor position with other instructors.

In the event that classes are cancelled, the Buyer will notify the Subcontractor of the cancellation. The Buyer will not be billed for instructor time associated with cancelled classes if the cancellation was made 6 or more business days in advance of the class date. Buyer will accept a billing for Subcontractor instructor time should a class be cancelled within 5 or less business days of the class date.

Special Provisions:

Instructor Expectations

- Instructors shall provide training in accordance with approved current lesson plans and training plans. Deviation from approved training plans is not allowed without prior approval from the Training Technical Lead or responsible HAMMER/Hanford Training manager.
- Instructors shall adhere to and require that all students abide by the approved Health and Safety Plan for each course. If a safety concern is raised or if a deviation to the approved safety plan is observed or anticipated, the instructor shall notify the Training Technical Lead, responsible HAMMER/Hanford Training manager, or HAMMER Operations immediately.
- Instructors shall conduct all HAMMER/Hanford Training related work in accordance with approved MSA/HAMMER procedures and policies.
- Instructors shall arrive 30 minutes prior to the beginning of the course being taught to greet students and ensure they are properly signed into class. Instructors shall spend the time after class ends to ensure that all course materials/rosters have been checked for accuracy, delivered to HAMMER/Hanford Training Logistics, and the classroom has been reset or staged as directed by the Training Technical Lead or HAMMER/Hanford Training Logistics.



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It is estimated that the level of instructional support under this statement of work could reflect half-time support for up to three instructors. There are not a guaranteed number of hours under this statement of work; support is strictly based on training demand.

Delivery of Training to the Department of Energy and Site Contractors:

When Subcontractor staff support is needed, the Subcontractor will be contacted either by phone or by email by a member of the HAMMER/Hanford Training Conduct of Training Department. After proposed Subcontractor staff are approved through evaluation of a proposal from the Subcontractor, a member of the HAMMER/Hanford Training Conduct of Training Department would contact the Subcontractor staff (who would be providing the instructional support) directly.

Course Materials:

Buyer will maintain all related course documentation to include Needs Analysis, Lesson Plan, Slide Presentation, etc. The Buyer will provide facility space, props, and all classroom materials including student evaluations, handouts, work books, pens, procedures, sample tags, feedback forms, activity sheets and items used during presentations.

Any changes to the course material will be made by the Buyer (HAMMER staff); such changes must be approved by the Training Technical Lead. All instructors will be briefed on any changes to course curriculum by the Training Technical Lead or designee.

Instructor Staffing:

Instructors are required to pick up their class materials (includes supplies, handouts, roster, etc.) from the HAMMER/Hanford Training Logistics Team located in MO260 on the HAMMER campus unless other arrangements are made by the Training Technical Lead or HAMMER/Hanford Training Logistics. Instructors are expected to report to the classroom 30 minutes prior to the start of class to ensure that the classroom, equipment and course documents are in order for class.

Enrollments and Billing:

Enrollments will be performed by Training Records, authorized Training Coordinators, or HAMMER/Hanford Training Logistics staff via the Enterprise Learning Management (ELM) System. HAMMER/Hanford Training Logistics staff will provide personnel who will be able to process payments via check and/or credit card. As there are no means to manage an "Accounts Receivable" system, payment will be required prior to performance (class date) unless the entity is a Hanford Contractor or using an approved CACN.



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Subcontractor is not authorized to make enrollments or collect billing for HAMMER/Hanford Training classes. Inquiries as to class availability must be referred to HAMMER/Hanford Training Logistics personnel or the Training Technical Lead.

Rosters and Training Records:

HAMMER/Hanford Training Logistics will produce the Course Completion Roster and/or Training Completion Records (TCR) for each class and student. Official class rosters will be provided to instructors with their class supplies. If not pre-staged inside the classroom, course materials will be available for pick-up by the instructor one or two days before the scheduled session at MO260. Preliminary rosters will be available via Crystal Reports through HAMMER/Hanford Training Logistics.

It is preferred that completed rosters be submitted to HAMMER/Hanford Training Logistics prior to the Close of Business on the given class date. At a minimum, completed rosters shall be submitted to HAMMER/Hanford Training Logistics for entry into ELM no later than the next business day after the date of the class. If this deadline cannot be made, a notification stating the extenuating circumstance shall be made to the Training Technical Lead and/or HAMMER/Hanford Training Logistics. Completed rosters will consist of the Course Completion Roster, all individual Training Completion Records, HAMMER/Hanford Training Course Evaluations, and any other course specific documents as determined by the Training Technical Lead or HAMMER/Hanford Training Logistics. HAMMER/Hanford Training Logistics will forward Course Evaluations to the Conduct of Training Department.

Some training programs have several “evaluation options” available to prospective students. For most Hanford Contractors, these evaluation options are pre-designated by employee training plans or by company policy. HAMMER/Hanford Training Logistics will produce individualized Training Completion Records (TCRs) that list the required evaluations for each student based on the individual’s training plan or company policy. Instructors shall provide evaluations for each student based on the TCR provided by HAMMER/Hanford Training Logistics. Instructors shall not make changes or adjustments to the required evaluations without prior approval from the Training Technical Lead (or designee).

If an instructor receives a request from a student or believes that there is a need to deviate from established training plans, the instructor shall contact the Training Technical Lead for approval. Approvals for deviation will be sought from the individual’s manager and/or training department by HAMMER/Hanford Training staff. At a minimum, the individual’s training department will be notified in the event of a deviation so that adjustments may be made to the training plan, if necessary. Deviations shall be noted for each student in the “Comments” section of the TCR by the instructor.



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If a “walk-in” is received for a class, HAMMER/Hanford Training Logistics staff shall be contacted to verify that training prerequisites are met and that the proper student evaluations are identified. Walk-ins shall be permitted to attend the first hour of class while HAMMER/Hanford Training Logistics personnel make the appropriate verifications. HAMMER/Hanford Training Logistics shall provide notification to the instructor within an hour of the class start as to whether or not the student has met the class prerequisites and has identified a payment method. Prior to the commencement of student evaluations, HAMMER/Hanford Training Logistics will provide notification as to the required evaluations.

The Subcontractor shall not release or present the training courses covered by this statement of work without prior MSA-HAMMER approval from the MSA HAMMER/Hanford Training Technical Lead for Lockout-Tagout Training via email. Developed materials shall become the property of DOE.

The Subcontractor shall not release or present the training courses covered by this statement of work for any purpose outside of supporting the Hanford Site Contractors.

4.0 REQUIREMENTS

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the [On Site Services Special Provisions - SP-5](#), will apply to Subcontractor personnel.

4.1 Engineering Requirements

No engineering requirements identified.

4.2 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards when doing work on the Hanford Site. The Subcontractor shall ensure that management of ES&H functions and activities is an integral and visible part of the Subcontractor’s work planning and execution processes.

The Subcontractor shall flow down ESH&Q requirements to the lowest tier subcontractor performing work on the Hanford Site commensurate with the risk and complexity of the work.



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The Subcontractor and its subcontractors shall be responsible to comply with applicable City, State, and Federal requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.

The Subcontractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.

The Buyer's safety and health requirements will be communicated to the Subcontractor through facility-specific training and orientation, and the requirements specified in Special Provisions – On Site Services, [SP-5](#).

The Subcontractor shall take appropriate action, up to and including stopping work, and immediately notify the BTR if an unplanned risk or hazard is discovered that is not covered by directions provided by Buyer. For emergencies while on the HAMMER campus, Subcontractor shall contact HAMMER Work Control at (509) 376-5353. The Buyer will then determine whether to modify the safety requirements of this statement of work.

Safety is the first priority at HAMMER and all Subcontractors are required to strictly adhere to the policies and procedures for the Hanford Site and the HAMMER facility.

Subcontractors are not allowed to bring any prohibited articles or substances onto the Site without prior written permission. The prohibited articles include, but are not limited to, all hazardous materials, illegal drugs, explosives or incendiary devices, and firearms.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [MSC-PRO-11058](#), *Occupational Medical Qualification and Monitoring using EJTA*, for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.



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If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site. Note: if the services being provided to MSA are defined as “commercial items” as defined in the Federal Acquisition Regulations, they are exempt from this requirement.

It is estimated that the assigned Subcontractor employee(s) will be on the Hanford Site, performing the work under this statement of work for more than 30 days in a year, so an EJTA shall be completed for each assigned Subcontractor employee who will perform work against this statement of work. This will be coordinated with the Buyer’s Technical Representative and the HAMMER/Hanford Training Technical Lead for Lockout-Tagout Training.

Buyer’s Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

4.3 Quality Assurance (QA) Requirements

No quality assurance requirements identified.

4.4 Government Property

No government property requirements identified

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Prerequisites

Subcontractor shall ensure that its personnel meet and maintain the applicable Personnel Requirements appropriate to training, qualification and certification, and technical requirements.

The following types of general and technical experiences are required to successfully fulfill this position:

General Requirements:

- Experience presenting to large groups
- Basic use of Microsoft Office suite



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- Strong customer service skills
- Strong presentation skills

Technical Requirements:

- Experience working at a Government Operated Facility, i.e., Department of Energy (DOE), Department of Defense (DOD).
- Experience in Operations or Maintenance at a Nuclear Facility
- Previous authority to authorize and develop Lockout/Tagouts
- 3-5 years of experience with complex Lockout/Tagout procedures (NFPA 70E 120.2D(3)) (multiple sources of energy, crafts, work locations, shifts). Refer to [NFPA 70E: Standard for Electrical Safety in the Workplace®](#).
- Prior experience performing this specific training or be approved to participate in on-the-job training by the HAMMER Lockout/Tagout Training Program Manager

Desired Qualifications

- Previous technical instructor experience desired, but not required
- Experience on the Hanford site will improve the ability of the individual(s) to complete the necessary activities

Before a Subcontractor staff member is accepted to provide instruction under this statement of work, they will be asked to give a 10 to 15 minute presentation to HAMMER Training staff to demonstrate their instruction and presentation abilities on a safety training subject. This will be scheduled/coordinated by the BTR.

The Subcontractor shall provide resumes and other pertinent documentation substantiating the training and qualifications for any potential candidate(s) – including what Hanford Site training course(s) he/she is qualified to teach (if available). This information for any proposed Subcontractor employees shall be evaluated by the HAMMER/Hanford Training Technical Lead for Lockout-Tagout Training and the Buyer's Technical Representative.

Hazardous Energy Control (Lock-Out-Tag-Out) Trainer Qualification

HAMMER/Hanford Training will ensure that the Subcontractor instructor meets and maintains the appropriate training, qualification, and certification requirements as outlined in MSA's Instructional Staff Training Program Description TPD-0017.

New instructors are required to review lesson plans and audit the course in order to become familiar with the content and delivery methods (On-the-Job Training, OJT). OJT will be conducted while a qualified instructor is present to conduct class. A trainee cannot take the place of a qualified instructor. When Subcontractor believes that a new instructor is qualified and ready to perform, the Subcontractor should contact the Training Technical



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Lead to arrange an evaluation. New instructors must be evaluated in the classroom by a HAMMER/Hanford Training staff member. Upon recommendation by the evaluator, the Training Technical Lead will request that Training Records add the new instructor as an instructor/authenticator to the Training Activity Sheet (TAS).

The Buyer will provide the Subcontractor the necessary On the Job Training (OJT) per instructor. This OJT will be coordinated with and directed by the Training Technical Lead.

Instructors who do not adhere to established MSA/HAMMER procedure, policy or training plans will have their class specific qualifications revoked (removed from the TAS) by the Training Technical Lead with approval from a HAMMER/Hanford Training Manager.

The provided individual(s) will be expected to qualify as a Hanford Site Lockout/Tagout user via the following course:

- 00310I, Hanford Site Lockout/Tagout for Controlling Organization – Initial

The provided individual(s) will be expected to qualify as a Hanford Site Lockout/Tagout Instructor by completing the requirements associated with the following qualification card:

- 003071, Lockout/Tagout Instructor Qualification

5.2 Security and Badging Requirements

For any on-site work, see Special Provisions – On Site Services, [SP-5](#), for details.

Subcontractor employees shall be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

The HAMMER facility does not require a Hanford Site security badge however if one is needed the MSA will provide as necessary.

If requested, the Subcontractor shall wear a Buyer-issued security badge identifying himself/herself. A minimum of two working days advance notice is needed for site badging.

5.3 Work Location / Potential Access Requirements

This work scope shall be completed at the HAMMER Facility or satellite locations across the Hanford Site. The work to be completed at the HAMMER Facility will be performed in an office environment/conference/class room.

If Subcontractor employee(s) are asked to perform this work scope at a satellite location out on the Hanford Site, the Lockout Tagout Training Technical Lead will ensure that the assigned subcontractor employee(s) has successfully completed the necessary training to perform work out at the satellite location(s) on the Hanford Site, prior to performing the work under this contract.



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No special access requirements or hazardous conditions exist at the HAMMER facility. Any special requirements for the HAMMER facility are to be coordinated with HAMMER Operations.

5.4 Site Access and Work Hours

HAMMER operates on the Site standard 4x10s schedule from 6am to 4:30pm with one-half hour designated as an unpaid period for lunch - with Mondays through Thursdays as Site work days; however, non-standard hours of support may be required.

The HAMMER Facility is open from 6am to 5:30pm, Monday through Thursday. Work is to be performed during those hours unless special arrangements are made through HAMMER Operations and the HAMMER/Hanford Training Technical Lead.

This work is expected to be done on a student's 5x8's, 8x9's or 4x10's schedule. Some additional preparation/take down time may apply. The standard work day for a 5x8 schedule consists of eight (8) hours of work between 7:30 AM and 4:00 PM with one-half hour designated as a period for lunch. The standard work day for an 8x9 schedule consists of nine (9) hours of work between 7:00 AM and 4:30 PM with one-half hour designated as a period for lunch. An eight (8) hour work day is substituted on alternate working Fridays, and no work occurs on the alternate non-working Friday. The standard work day for a 4x10 schedule consists of ten (10) hours of work between 6:00 AM and 4:30 PM with one-half hour designated a period for lunch.

The Subcontractor shall confirm with the HAMMER Training Technical Lead as to when the training is to start each day. Currently, any training courses held at HAMMER that start first thing in the morning start at 7:00am so the Subcontractor instructor(s) need to arrive early enough to facilitate a prompt 7:00 am start.

6.0 MEETINGS / SUBMITTAL

6.1 Meetings

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR), MSA HAMMER/Hanford Training management, or the HAMMER/Hanford Training Technical Lead.

6.2 Submittals

There are no submittals required.



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7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

As noted in Section 3.0. Provision of training as requested in Section 3.0 is the acceptance criteria that MSA will use to determine that the Subcontractor's work is considered acceptable.

7.2 Schedule

Start Date: Contract Award (~January 26, 2015)
Completion Date: September 30, 2015*

*with option to extend through September 30, 2016

8.0 SPECIAL REQUIREMENTS

In accordance with the HAMMER Weapons Policy, non-law enforcement/U.S. Military personnel or law enforcement/U.S. Military personnel who are not representing their agency/branch in an official capacity may not possess weapons or ammunition within HAMMER, i.e., all areas within the HAMMER perimeter fence.

All Subcontractor trainers providing training support for HAMMER/Hanford Training shall notify the HAMMER/Hanford Training Technical Lead if they are unable to conduct the training as scheduled for any reason. This notification should be done prior to the course delivery date if possible.

All training providers conducting courses at the HAMMER facility shall notify the responsible HAMMER/Hanford Training Technical Lead prior to the course delivery date if the contracted course lesson plans and/or curriculum cannot be followed as originally submitted or noted in the contractual statement of work.

No course or exercise modification shall be performed within the scope of this contract without the approval of the responsible HAMMER/Hanford Training Technical Lead. (A HAMMER/Hanford Training hazard analysis review is required for all course changes in accordance with HAMMER/Hanford Training HM-FP-01, Section 3.3, HAMMER/Hanford Training Hazardous Analysis and Control Process.)



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Modification or changes to props or training aids is not allowed without the approval of the responsible HAMMER/Hanford Training Technical Lead.

All instructors shall complete a HAMMER facility orientation before the first time they deliver training at the HAMMER facility and annually thereafter (available on Internet).